

WASTE MANAGEMENT PROGRAM REDESIGN MTG –Agenda –September 30, 2004

Location: In Person: SCR Hdqtrs, Gathering Waters Room

Present: Sue Bangert, Deb Pingel, Larry Lynch, Frank Schultz,
Connie Antonuk, Mike Degen, Barb Hennings, Davie Hildredth

Note taker: Cynthia Moore

Time	Presenter	Topic		Decision	Followup
9:00 am	Sue B	Agenda Repair, Check-in			
9:15	ALL	Review of the Business Practices (Functions): Final Draft (consolidate various drafts)		Sue suggested we consolidate three drafts of business practices (WaMT, Data Model and Staff input). There was some discussion on how this information would be used in the Redesign effort and what level of detail was needed in a consolidate report.	Sue will develop a consolidated list working with Frank, Cynthia and Larry.
9:45	ALL	Discussion on Needs and Recommendations: <ul style="list-style-type: none"> Do the recommendations match with a specific Need? Do the recommendations meet all of the needs – gap analysis? Are there other recommendations that should be included? What management systems do we recommend be in place to address these needs/recommendations? Setting targets & measures for the recommendations (what needs to be done, what improvement is to be made, when) 		<ul style="list-style-type: none"> Deb provided a compilation of drafts, work etc to provide background on how the “needs” matrix was developed over time. Sue handed out a newer version of the Needs matrix, reviewed and commented on by both Bert Stitt and Sue Puntillo, (facilitators for the input sessions in which the needs were identified). The Needs matrix is retitled “Improvement Opportunities” to better reflect how it will be used in the redesign effort, and will have a short introductory statement. Reviewed our “vision” for the program, discussed ways to integrate EMS goals into Program goals Brief discussion on management stytems to ensure consistency in interpretation- Agreed mgt systems means: setting priorities, planning, budgetting, decision making & identifying appropriate system to achieve 	Mike D will develop a short introduction explaining the context of the matrix and it will be used in the redesign. Connie & Mike will develop a Misson/vision statement which incorporates themes of waste as a resource & moving to zero waste.

				<p>objectives, including performance measures.</p> <ul style="list-style-type: none"> Needs/Recommendations: Needs matrix is “improvements”, recommendation lists is “solutions”. After considerable discussion, we agreed that individual “improvement” items should be matched with “solutions” . Currently solutions are listed by improvement category, but not associated with individual items in each category. 	<p>Cynthia will develop a format to facilitate matching of “solutions” to individual items under each improvement category. Each person responsible for an “improvement” category (Deb – process; Connie – training; Dave – innovation; Dennis – trust; Mike – environment; Frank – customer service; Sue – finance) will associate the ‘solutions’ with the improvement opportunity. These same folks will meet/conference call to discuss the new tables and screen the solutions against the criteria.</p> <p>John Melby will convene a small group (Larry, Cynthia, Barb) to develop other creative solutions that will be brought to the meeting.</p>
12:15	LUNCH	Bring Your Own			
1:00 pm	ALL	<p>Waste Program Data Review</p> <ul style="list-style-type: none"> Review data shared with the AWMT in the end-of-year report How does this data help inform our recommendations on management systems and recommendations? What additional data should we be collecting now? 		Sue will share current business practices and Improvement opportunities with the WaMT.	
1:45	ALL	<p>“Things to consider doing now”: Status of these “pilots” Assignments for follow-up</p>			

2:15	ALL	<p>Next Steps & Assignments</p> <p>Further input sessions?</p> <p>AWMT Meeting?</p> <p>WaMT meeting?</p>		<p>Report of external meetings: Sue has reviewed this and asked Susan Puntillo to clear up a few sections</p> <p>Report of internal meetings: draft report (detail of individual sessions and a summary report by the Facilitator) have been submitted, were sent to WMPR members for review. Sue has gotten okay from Al Shea to go ahead with current draft.</p> <p>Next meeting: October 18.</p>	<p>Sue will ask Vera to post external report when Susan has completed clarifications</p> <p>WMPR members to send in comments on report to Cynthia by 10/06/04; Cynthia will follow up with Bert to make requested revisions.</p>
2:30		Adjourn			